

**DEPARTMENT OF HUMAN AND LEISURE SERVICES
SUMMER STAFF POSITIONS
2015**

1. **Pool Cashier** - Apply at Leisure Services office, Room 128, West Hartford Town Hall.
 - Positions available at Beachland, Kennedy, Fernridge and Eisenhower Pools.
 - Work as cashier selling daily admission tickets, season passes, registering for swim lessons, etc.
 - Responsible for collecting revenue and preparing revenue deposit forms.
 - Positions up to 40 hours per week beginning late June through August. Must be available for evening and weekend hours.
 - Pay rates start at minimum wage.
2. **Pool Lifeguards/Instructors** - Apply at Leisure Services office, Room 128, West Hartford Town Hall.
 - Positions available at Beachland, Kennedy, Fernridge and Eisenhower Pools.
 - Must be 16 years old, must have Red Cross Lifeguard Certificate.
 - Swim Lesson Instructors must also have Red Cross Water Safety Instructor Certificate.
 - Positions up to 40 hours per week, must be available late June to late August, must be available evenings and weekends.
 - Training starts in May on some evenings and weekends.
 - Pay rates start at minimum wage and up to \$14.15, depending on experience.
3. **Camp Counselors - Camp Funtastic & Camp Hillcrest** - Apply at Leisure Services office, Room 128, West Hartford Town Hall.
 - Conduct activities for and supervise children enrolled in summer camp programs based at the town parks.
 - Graduating high school senior, college student or older preferred.
 - 8 week program from June 22 through August 14 - must be available for training session in June.
 - Positions up to 40 hours per week. Must be available for some evening and weekend hours.
 - Pay rates start at minimum wage.
4. **Camp Counselors - Buena Vista Camp** - Apply at Veterans Memorial Skating Rink.
 - Conduct activities for and supervise children enrolled in summer camp programs based at the rink.
 - Graduating high school senior, college student or older preferred.
 - 9 week program from June 22 through August 21 - must be available for training session in June.
 - Positions up to 40 hours per week. Must be available for some evening and weekend hours.
 - Pay rates start at minimum wage.
5. **Camp Counselors - E.T.C - ECC Theater Camp** - Apply at Elmwood Community Center.
 - Supervise and conduct activities for elementary age children enrolled in camp program emphasizing the visual and performing arts.
 - Visual arts background preferred as well as former experience with school aged children, but not necessary. Candidates should also be enthusiastic, and eager to work with children!
 - Must be graduating high school senior, college student, or older.
 - Position hours vary – can be up to 40 hours per week. 8 week program from June 22 through August 14.
 - Pay rates start at minimum wage.
6. **Camp Counselors & Instructors - Westmoor Park Summer Nature Day Camp** - Apply at Westmoor Park.
 - Plan and lead “hands on” educational programming.
 - Must have background and knowledge in natural sciences, horticulture, agriculture or large and small animal care. Conduct activities for and supervise children enrolled in summer camp programs. Preference is given to graduating high school senior, college student, or older.
 - Positions up to 40 hours per week. Camp runs from June 22 through August 14.
 - Must be available for all 8 weeks of camp.
 - Must be available for training in June.
 - Pay rates start at minimum wage.

7. Special Needs Program – Summer Camp Coordinator, Camp Director, Camper Assistants & Camp Nurse

- **Summer Camp Coordinator**: Oversee all aspects of the Special Needs Summer Camp Program including program and staff management and budget. Record-keeping and reporting are essential functions as well as communicating with families, personnel and other Town of West Hartford employees. Deal with day to day staffing issues as they arise to make sure all campers have the support they need. Distribute, gather and review timesheets and submit them to the Special Needs Coordinator. Touch base on a weekly basis with staff in the field to make sure they have everything they need to do their job effectively. Standard workday is 12:00 – 4:30 in the office on the 2nd floor of the Elmwood Community Center but must be available by phone (provided by Special Needs Program) by 8:00 am.
- **Camp Director**: for Escapades at Elmwood (1/2 day program for high-functioning children with special needs based at Elmwood Community Center. Experience with a variety of children with special needs, aged 7-11, is required and previous leadership experience in a school or camp setting is preferred. Successful candidate must manage all aspects of camp planning including designing themes, organizing activities by week, working within a set budget, supervising staff and communicating with parent(s).
- **Camp Assistants**: (1:1 Aides) at our two special needs camps (Beachland Adventures - 1/2 day program, Escapades at Elmwood - 1/2 day program) and at various mainstream camps throughout town (i.e. Buena Vista, Westmoor Park, Funtastic etc.).
 - MUST have employment, academic, and/or volunteer experience with individuals with physical, health, and/or cognitive limitations; must be able to PROVIDE REFERENCES to address preparedness to work with children (ages 6 - 21) with special needs.
 - Must be energetic, enthusiastic, and eager to make a difference! Creativity a plus!
 - Skating skills necessary to work at Buena Vista.
 - Must know how to swim: REQUIRED TO BE IN THE POOL DAILY with assigned camper.
 - Must commit to a minimum of 7-wks, M-F employment. Hours vary based on full or half day registration but most shifts are 12:30 pm – 4:00 pm only.
 - Must be available for training in June.
 - Part-time positions, no benefits, up to 40 hours/wk.
 - Variable pay rates depending on experience and training; starting at minimum wage.
- **Camp Nurse**: for Beachland Adventures Camp for Children with Special Needs. Come join our wonderful team and help create an environment where an individual's disability does not interfere with their enjoyment of a fun-filled summer vacation. CT Nursing License is required for this position. Experience with pediatric care and special needs children is preferred. Outdoor afternoon camp at Beachland Park running from June 22 – August 14, Monday-Friday, 12:00 – 4:30. Additional hours available in June for camp preparation and review of medical documents. \$25 per hour, no benefits. Primary duties include dispensing medication, personal care and communicating details to parents and other camp staff.

Special Needs Program Employment Applications are available online at the Town of West Hartford Leisure Services website, at the Leisure Services office in Town Hall (50 South Main Street) or in the main office on the 1st floor of the Elmwood Community Center (1106 New Britain Avenue, West Hartford, CT 06110). Please send completed applications back to Elmwood Community Center in care of Special Needs Coordinator. Please attach a resume and any supporting documents requested. Please call the Special Needs Coordinator at 860-561-8173 with any questions.

8. Golf Course Starters & Rangers - Apply at the Rockledge Golf Course.

- Positions available at Rockledge Golf Course. Assist golfers using Rockledge.
- Positions up to 40 hours per week. Must be available for early morning, evening and weekend hours.
- Pay rates start at minimum wage.

9. Golf Course Laborer - Apply at Leisure Services office, West Hartford Town Hall.

- Positions available doing maintenance work at the town's golf courses.
- Must be 18 years old to operate equipment.
- Positions up to 40 hours per week, positions available beginning early spring. Available for early mornings as well as a few weekend hours.
- Pay rates start at minimum wage and up to \$14.15, depending on experience.

10. Park & Pool Maintenance - Apply at Leisure Services office, West Hartford Town Hall.

- Positions available doing maintenance work at the town's parks and outdoor pools.
- Must be 18 years old to operate equipment.
- Positions up to 40 hours per week, positions available beginning late April or early May. Must be available for early morning as well as a few weekend hours.
- Pay rates start at minimum wage and up to \$14.15, depending on experience.